



INVITES RESUMES FOR

DEPUTY DIRECTOR, CHILDREN & FAMILY SERVICES (UNCLASSIFIED)

ANNUAL SALARY: \$117,316 – \$177,568 (Range R14)

FILING PERIOD: May 16, 2014 – Until Filled

THE COUNTY OF LOS ANGELES

With a population of over 10 million people, the County of Los Angeles (County) has more residents than any county in the nation, and within its boundaries are 88 cities. It is rich in cultural diversity and home to world-renowned museums, theaters, the nation's motion picture industry, major universities, and numerous five-star restaurants.

The County is governed by a five-member Board of Supervisors (Board) who are elected on a non-partisan basis and serve four-year terms. As the governing body, the Board of Supervisors serves as both the executive and legislative authority of the largest and most complex county government in the United States.

The other elected officials within the County structure are: the Assessor, District Attorney, and Sheriff. In addition, seven appointed positions report directly to the Board (Auditor Controller, Chief Executive Officer, Chief Probation Officer, County Counsel, Director of Children and Family Services, Executive Officer of the Board of Supervisors, and Fire Chief). The remaining 25 department heads report to the Chief Executive Officer, comprising a total of thirty-five (35) major administrative units or departments that currently serve the needs of the County's residents. The County's annual budget for fiscal year 2013-14 is over \$26 billion, with funding for approximately 100,000 positions to serve its diverse population.

THE DEPARTMENT OF CHILDREN AND FAMILY SERVICES

Established in 1984, the Los Angeles County Department of Children and Family Services (DCFS) is the public agency charged with ensuring that children grow up safe, physically and emotionally healthy, educated and in permanent homes. DCFS works to ensure that all children have a connection to family, friends, schools, and neighborhoods and provides services to children and their families when they are at-risk due to actual or potential child abuse, abandonment, neglect or exploitation. With an annual budget of more than \$1.5 billion and diverse staff of approximately 7,000 employees, DCFS provides service throughout Los Angeles County including Los Angeles, Lancaster, San Gabriel Valley, San Fernando Valley and the South Bay area.

POSITION OVERVIEW

The incumbent to this position will have immediate responsibility for managing all aspects of the Bureau of Clinical Resources and Services' programs and services, as well as responsibility for select key initiatives. The ideal candidate must exercise a comprehensive knowledge of child welfare programs, the laws, policies, and regulations governing departmental operations, possess skill in managing a large professional human services staff, and the ability to work effectively with various officials and members of the public.

EXAMPLES OF DUTIES

- Independently plans, assigns, directs, and evaluates the work of an assigned service or support bureau with immediate responsibility for control of the bureau's budget, implementation of policy and procedures, evaluation of staff and programs, and accomplishment of bureau objectives.
- Assists the DCFS Executive Management team in developing and implementing objectives, goals, policies and procedures for the Department
- Directs the preparation of position papers and reports for the Department Head including reports to local, State, and federal agencies, committees, and commissions.
- Assesses bureau operations and ensures compliance with professional and legal standards.
- Promotes public relations for the Department by directing programs to gain community support.
- Represents the Department at public meetings and hearings, interprets programs and policies to the media, and serves as liaison with other jurisdictions.
- Participates with executive staff in budgetary, organizational, legislative, employee relations, and other administrative functions of the Department.
- Coordinates the Bureau's programs and services with those of other bureaus of the Department, other departments, and other jurisdictions.
- Assists in establishing departmental budget priorities and monitoring and controlling expenditures and inventory to ensure efficient and effective operations.
- Provides administrative and technical direction to subordinate managers and supervisors regarding day-to-day operations, including personnel matters, development of performance indicators, evaluation of staff performance involving casework, custody and/or rehabilitation issues and/or coordination, and provides feedback to staff and asserts corrective actions.
- Formulates bureau policy consistent with the established vision and mission.

The preceding statements reflect the general duties and responsibilities of the position, and are not considered a detailed description of all work requirements that may be inherent in the job or required for the effective discharge of the position's responsibilities.

QUALIFYING EDUCATION & EXPERIENCE

A Master's degree from an accredited university in social work or in a related social science –AND- Five years of experience in professional social work in the field of child welfare, four years of which must have been in an administrative capacity formulating policy and assigning and evaluating work through subordinate managers for a large health or social services agency.

Two additional years of the experience in an administrative capacity may be substituted for the Master's degree, however a Bachelor's degree from an accredited university in social work or in a related social science is still required.

LICENSE:

A valid California Class C driver license or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

DESIRABLE QUALIFICATIONS

- Thorough knowledge and demonstrated experience in various social service delivery programs and related federal and State laws and regulations.
- Thorough knowledge and demonstrated experience in providing administrative services in an urban social service agency with complex federal and State funding streams.
- Thorough knowledge and demonstrated experience in management and organizational principles necessary to analyze, evaluate, coordinate and oversee a variety of programs.
- Thorough knowledge and demonstrated experience in managing subordinates in strategic planning, business plan development, performance-based management including development and tracking outcomes, as well as budget and financial planning techniques.
- Excellent analytical skills, including the ability to think strategically and creatively on complex operational issues.
- Understanding of business processes and the ability to increase efficiency and effectiveness.
- Strong ability to use data to manage work.
- Demonstrated experience working with public officials, other public agencies, legislative bodies, and community groups.
- Demonstrated ability to function effectively as a team member with other management staff, and provide excellent leadership to subordinate staff.
- Excellent oral, written and interpersonal communication skills.

SELECTION PROCESS

Each candidate's background will be evaluated on the basis of information submitted at the time of application to determine the level and scope of the candidate's preparation for this position. The resume should include any additional information which the candidate wishes to be considered. Only the most qualified candidates will be invited to participate in the selection process.

NOTE: A background investigation will be completed on the candidates recommended for this position.

TO BE CONSIDERED

Highly qualified candidates are invited to submit a statement of interest and a comprehensive resume detailing their demonstrated experience and career accomplishments relevant to this position. Submission should include ALL of the following:

- Candidate's ability to meet the requirements as stated in the Qualifying Education and Experience, and Desirable Qualifications sections of this recruitment announcement.
- For organizations and programs managed, the name of each employer, job title, size of organization's budget, number and composition of personnel supervised, scope of management responsibilities, functions managed, dates of employment, and current salary.

COMPENSATION & BENEFITS

ANNUAL SALARY: \$117,316 — \$177,568 (MAPP RANGE R14). This position is subject to the provisions of the County's Management Appraisal and Performance Plan (MAPP). Placement within the range will be commensurate with candidate's qualifications and current salary.

BENEFITS: The County of Los Angeles provides an excellent benefit package that allows employees to choose benefits that meet their specific needs. The package includes:

Retirement Plan – The successful candidate will be eligible for participation in a contributory defined benefit plan. If the candidate is a "new member" of the County's defined benefit plan (LACERA) after January 1, 2013, that person's pensions will be limited under the Public Employees Pension Reform Act (PEPRA). For these purposes, a "new member" is someone who first becomes a member of LACERA after January 1, 2013 – that is, someone first employed by the County on or after December 1, 2012 – unless she or he established reciprocity with another public retirement system in which she or he was a member before January 1, 2013. Details on PEPRA will be provided on request.

Cafeteria Benefit Plan – Benefits may be purchased from the MegaFlex Cafeteria Benefit Plan using a tax-free County contribution of an additional 14.5% to 17% of the employee's monthly salary.

Non-Elective Days – Ten paid days per year with the option to buy an additional one to 20 elective annual leave days.

Flexible Spending Accounts – Employees may contribute up to \$200 per month tax-free to a Health Care Spending Account and \$400 per month tax-free to a Dependent Care Spending Account. The County contributes \$75 per month to the Dependent Care Spending Account.

Savings Plan (401k) – Optional tax-deferred income plan that may include a County matching contribution up to 4% of employee's salary.

Deferred Compensation Plan (457) – Optional tax-deferred income plan that may include a County matching contribution up to 4% of employee's salary.

Holidays – Eleven paid days per year.

SPECIAL INFORMATION

It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons regardless of race, religion, sex, national origin, age, sexual orientation or disability. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation may call (323) 869-7124 (ADA Coordinator – Voice); (TTY); (800) 735-2922 (CRS). Any applicant for County employment who has been convicted of worker's compensation fraud is automatically barred from employment with the County of Los Angeles.

COUNTY OF LOS ANGELES CHILD SUPPORT COMPLIANCE PROGRAM

In an effort to improve compliance with court-ordered child, family and spousal obligations, certain employment and identification information (i.e., name, address, Social Security number and date of hire) is regularly reported to the State Directory of New Hires, which may assist in locating persons who owe these obligations. Family Code Section 17512 permits, under certain circumstances for additional employment and identifying information to be requested. Applicants will not be disqualified from employment based on this information.

SOCIAL SECURITY ACT OF 2004

Section 419 © of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. The County of Los Angeles does not participate in the Social Security System. All newly hired County of Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about each provision, you may visit the website www.socialsecurity.gov, or call toll free (800) 772-1213. Persons who are deaf or hard of hearing may call TTY number (800) 325-0778 or contact a local Social Security office.

VOLUNTARY STATE AND FEDERAL INFORMATION

Pursuant to State and federal requirements, we are requesting that you voluntarily provide the following information: (1) your race/ethnicity and (2) your gender. This information should be on a separate piece of paper (without your name) attached to your resume. This page will be removed from your resume when it is received, kept confidential, and utilized solely for required statistical purposes.

Resume, including cover letter and record of accomplishments, will be reviewed and evaluated as received. Please submit your statement of interest and resume materials to:

Eileen Shih, Exams Analyst
Department of Children and Family Services
Recruitment & Examinations Office
425 Shatto Place, Rm. 105
Los Angeles, CA. 90020
Phone: (213) 351-5639
Fax: (213) 738-6470
E-mail: Eshih@dcfs.lacounty.gov

This announcement may be downloaded from the County of Los Angeles websites at:
<http://hr.lacounty.gov>

<http://lakids.dcfs.lacounty.gov/dcfs/>

The County of Los Angeles is an Active Equal Opportunity Employer